



# PARENT - STUDENT HANDBOOK

2018-2019

*“Peter, you are rock, and upon this rock I will build my church.”*

The Parish School of Saint Peter Catholic Church  
Covington, LA

130 East Temperance Street  
Covington, LA 70433

[www.stpetercov.org](http://www.stpetercov.org)

School Office	985-892-1831
Fax	985-898-2185
After Care Phone	985-892-1831 (ext. 250)
Cafeteria	985-871-1795
Parish Office	985-892-2422

Office Hours: 7:15a.m.-3:15p.m. Monday-Friday, excluding holidays

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## About Saint Peter School

### Mission Statement

In fidelity to the Apostolate of Catholic education, we, the leadership of St. Peter Catholic School, fully mindful of the sacred entrustment between parent and school will create an environment where students will grow spiritually, intellectually, humanly, and apostolically, thereby glorifying God and giving witness to the presence of Christ in the world.

### Handbook

The Handbook for Parents and Students has been prepared for your information. We ask that you and your children read through it carefully and become acquainted with its contents.

Rules and regulations in this booklet have been established for the safety of each student and the betterment of the school. Violators of the rules and regulations will be subject to disciplinary measures as listed herein.

Please read the acknowledgments contained and return the signature pages included in the Handbook to school by the end of the first full week of school. The acknowledgements include:

- Student Records Authorization and Release
- Parental Request for Administering Medication at School Release from Liability
- Handbook Acknowledgement (*each* family and student)
- Acceptable Use Policy (*each* family and student)

### General School Information

- A. School Phone Number: 985-892-1831 (You may speak to the school secretary or receptionist for general information.) If you need to make alternative transportation arrangements for your child, please be sure to call school before 2:15 p.m. After 2:15 p.m., no changes will be made to the student's dismissal arrangement.
- B. Plus Portals: [www.plusportals.com/StPeter](http://www.plusportals.com/StPeter)
- C. Our school website: [www.stpetercov.org](http://www.stpetercov.org)

### School Hours

School hours are 7:15 a.m. to 2:45 p.m. Parents who bring their children to school are requested to refrain from doing so before 7:15 a.m. The school does not and will not assume responsibility for students arriving/dropped off before 7:15 a.m. who are not sent to Before School Care.

### Administration of St. Peter Catholic School

**Pastor:** The pastor is the spiritual leader of the parish community and of the Catholic educational community within the parish. His responsibility is to maintain the catholicity of the school according to the teaching of the Catholic Church. "He is to make every effort to take special care for the Catholic education of children and of young adults." The pastor has ultimate responsibility, with authority delegated to the Principal, for establishing policies and rules in conformity with the requirements of the Office of Catholic Schools in the Archdiocese of New Orleans.

**Administrative Team:** The Pastor, Parochial Vicar, Principal, Dean of Academics, Dean of Students, and Coordinator of Religious Education comprise the Administrative Team.

**2018-2019 Faculty and Staff**

<b>ADMINISTRATION</b>	
<b>Pastor</b>	<b>Father Otis Young</b>
<b>Parochial Vicar</b>	<b>Father Colm Cahill</b>
<b>Principal</b>	<b>Michael Kraus</b>
<b>Dean of Academics</b>	<b>Suzanne Roth</b>
<b>Dean of Students and Student Life</b>	<b>Dr. Kathleen Crouchet</b>
<b>Coordinator of Religious Education</b>	<b>Clint Goss</b>
<b>OFFICE PERSONNEL</b>	
Janice Bardy	School Secretary
Trina Fouchi	Receptionist / Safe Environment
Natalie Desforges	Finance / Bookkeeper
Karen Rogers	Finance / Billing / FACTS (Tuition)
Tanya Montour	Administrative Support
Lauren Johnson	Technology Support
<b>KEY COTTAGE (3 year-old program)</b>	
<b>Lead teacher</b>	<b>Assistant</b>
Jessica Aucoin (5 days)	Christine Boudreaux
Gaby Grundmann (3days)	DeSha Gernon
Gaby Grundmann (2 days)	Ellen Goetz
<b>PRE-KINDERGARTEN</b>	
<b>Teacher</b>	<b>Assistant</b>
Christine King	Melinda Bergeron
Heidi Pear	Ann Marie Franke
Laurie Guinot	Stephanie Collura
<b>KINDERGARTEN</b>	
<b>Teacher</b>	<b>Assistant</b>
Shawn Boudreaux	Sylvia Pechon
Tina Harris	Jacky Kelchner
Nicole Nolan	Deborah Brouillette
Jennifer Landry	Kelly Englehardt
<b>1<sup>ST</sup> GRADE</b>	
<b>Teacher</b>	<b>Assistant</b>
Karen Blanchard	Sandra English
Kathy Horridge	Bridget Van Dalen
Liz McKee	Donna Hanson
<b>2<sup>ND</sup> GRADE</b>	
<b>Teacher</b>	<b>Assistant (Part-time)</b>
Katie Ryals	Tammy Campo
Sally Buquoi	Stephanie Winkler
Shelley Morris	Ellen Goetz
<b>3<sup>RD</sup> GRADE</b>	
<b>Teacher</b>	<b>Assistant (Part-time)</b>
Kara Godofsky	Jeanne Breaux
Darleen Chautin	
Katie Strain	

<b>4<sup>TH</sup> &amp; 5<sup>TH</sup> GRADE</b>	
<b><i>Teacher</i></b>	<b><i>Classes</i></b>
Suzanne Schaefer	4 <sup>th</sup> HR / 4 <sup>th</sup> ELA
Melissa Moran	4 <sup>th</sup> HR / 4 <sup>th</sup> Math and Science
Danielle Urrata	4 <sup>th</sup> HR / 4 <sup>th</sup> & 5 <sup>th</sup> Religion
Pam Fair	5 <sup>th</sup> HR / 4 <sup>th</sup> & 5 <sup>th</sup> Social Studies
Kellee Nastasi	5 <sup>th</sup> HR / 5 <sup>th</sup> Math and Science
Claudia Cazayoux	5 <sup>th</sup> HR / 5 <sup>th</sup> ELA
<b>6<sup>TH</sup> &amp; 7<sup>TH</sup> GRADE</b>	
<b><i>Teacher</i></b>	<b><i>Classes</i></b>
Allyson Englande	7 <sup>th</sup> HR / Honors ELA
Shannon Pazos	6 <sup>th</sup> HR / 6 <sup>th</sup> ELA
Lisa Pescay	6 <sup>th</sup> HR // 6 <sup>th</sup> & 7 <sup>th</sup> Social Studies
Clint Goss	7 <sup>th</sup> Religion
Erika Thompson	6 <sup>th</sup> Religion
Tammy Modicut	6 <sup>th</sup> HR / 6 <sup>th</sup> & 7 <sup>th</sup> Science
Philip Williams	7 <sup>th</sup> HR/7 <sup>th</sup> ELA & Athletics Director
Tricia Williams	7 <sup>th</sup> HR / 6 <sup>th</sup> & 7 <sup>th</sup> Math
<b>ENRICHMENT</b>	
<b><i>Teachers</i></b>	<b><i>Classes</i></b>
Pat Frazier	Physical Education – all grades
Mike Riecke	Physical Education – all grades
Sharon Dardenne	Art – all grades
Kristy Ramirez	Media Center 1 <sup>st</sup> – 7 <sup>th</sup> grades
Lauren Johnson	Computer
Amy Faherty	Rosetta Stone/Tech Support
Nila Sigler	Library Key Cottage – K / Religion PreK - K
Joyce Kennedy	Music / Band
Jennifer Baham	Religion 1 <sup>st</sup> -3 <sup>rd</sup>
Lisa Butler	Religion 1 <sup>st</sup> -3 <sup>rd</sup> assistant
<b>SPECIAL EDUCATION SERVICES / STUDENT SUPPORT</b>	
<b><i>Teachers</i></b>	
Tammy Snyder	Interventionist / School Choice Coordinator
Lori Jas	Interventionist Assistant
Jane Legendre	Early Interventionist (Reading & Math)
Bobby Thomas	School Counselor / INC Plan Coordinator
<b>FACILITIES SUPPORT</b>	
Chip Marchand	Facilities Manager
Sharon Dardenne	Housekeeping Supervisor
Frank Bondio	Housekeeping
Hazel Harrell	Housekeeping
Otis Brumfield	Housekeeping

## **The Parental Role**

It is the philosophy of St. Peter Catholic School that the work of Christian education of children is primarily the privilege, responsibility, and duty of parents. The right of parents to educate their children flows from the natural law. As God has given children to parents, it is the privilege of parents to lead their children to God.

The role of St. Peter Catholic School in the education of children is, then, secondary and supplementary to that of the parents. The educational and religious philosophies and policies governing St. Peter Catholic School are set forth in this handbook.

Parents and teachers have a role to play in this process and both must do their part intelligently and faithfully. Parents and teachers must supplement and perfect one another's efforts and both must be firmly grounded upon the academic and religious principles enumerated in this handbook.

A relationship of mutual trust between parties is essential in a school enrollment relationship, as it is in any contract. When families find themselves unable to cooperate and assist in the administration of the school, then mutual trust has been broken. In such cases, it is sometimes necessary for the school to require the withdrawal of a family.

Research in the field of education confirms what we already know from common sense about a student's academic success. While there are other factors that need to be taken into account, such as the quality of instruction and curriculum, the most essential and determining factor in a student's academic success is receiving effective academic support at home.

We the teachers, as a partner with parents, ask parents to cooperate in the following ways:

- Be a positive role model for your child by bringing him/her to Mass and frequenting the sacraments regularly;
- Set rules and parameters for your child –
  - Get to bed early on school nights,
  - Arrive on time and picking up on time each day,
  - Follow school dress code,
  - Complete all assignments in timely manner;
- Participate in school activities i.e. Parent Club, Parents-Teacher Conferences, fund raisers;
- Be responsible for school property and financial obligations to school;
- Show interest in total student's education i.e. absences, tardy notes, medical and safety information, timely information forms, read notes, newsletters;
- Support religious, educational, discipline policies, programs of school goals;
- Show respect and courtesy in dealing with student problems.

## **Communication with School**

At St. Peter Catholic School, we know how vital it is to keep the lines of communication open at all times. Ongoing communication with our parents is very important to us!

## **Calendars, Graded Papers, and General Information**

At the beginning of each month a calendar of events and a lunch menu will be posted on Plus Portals. The Principal's Weekly Newsletter is posted on Plus Portals every Wednesday.

Any communications which need to go home and cannot be posted on the internet will be sent through the youngest child unless another child is designated by the parent/guardian. Graded papers are sent home on Wednesdays to be signed and returned the next day (if requested by the teacher).

Our school provides our families information for their child at [www.plusportals.com/StPeter](http://www.plusportals.com/StPeter) that can be accessed to check daily assignments, grades, dates for tests, projects, school calendar, etc. The St. Peter Catholic School web site is: [www.stpetercov.org](http://www.stpetercov.org)

All materials prepared by parents for release to the Parish or school community must be approved by someone from the administrative team before said materials are posted or distributed to students.

## **Conferences with Teachers**

- Conferences, whether initiated by parent or teacher, must be scheduled outside of the regular teaching hours.
- Teachers are not allowed to have a conference while on supervisory duty.
- Please do not call teachers at home or on their cell phone to schedule a conference.
- To schedule a conference with a teacher, please call the office, email, or write a note in your child's assignment book requesting an appointment with the teacher. You should receive a response from your child's teacher within two school days.
- Please do not attempt to discuss matters with a teacher before or after school without an appointment. A teacher's time before class is used for immediate preparation and organization.
- Teacher Assistants are not to discuss matters with parents.
- Parent-teacher conference day is held in January (after 2<sup>nd</sup> 9 weeks report cards)

Conferences provide teachers with an opportunity to present parents with suggestions for complimenting the child's work at school as well as giving parents the opportunity to express their observations and concerns and to discuss with the teacher the uniqueness of each individual child.

## **Civility**

Members of the St. Peter Catholic School faculty and staff will treat parents and other members of the parish family with respect and expect the same in return. Our school is committed to maintaining orderly educational and administrative processes in keeping the school community free from disruptions.

This statement promotes mutual respect, civility, and orderly conduct among school staff, parents, and students. In the interest of highlighting school teachers and faculty members as positive role models to the children of St. Peter Catholic School, as well as the parish community, the school administration encourages positive, Christ-like communication and dialogue and discourages volatile, hostile, or aggressive actions.

Any individual who disrupts or threatens to disrupt school operations, threatens the health and safety of students or faculty and staff, willfully causes property damage, or uses loud and/or offensive language which could provoke a violent reaction will be directed to leave the school promptly by the principal or his/her designee.

If any parent uses obscenities or communicates in verbal or written language in a demanding, loud, insulting and/or demeaning manner, the teacher or faculty member to whom the remarks are directed will calmly and politely ask the parent to communicate civilly. If corrective action is not taken by the parent, the teacher or faculty member will verbally notify the parent that his/her participation in the meeting, conference, or telephone conversation is terminated and will immediately notify the principal or his/her designee.

Communication through any means, including but not limited to social media contrary to the Roman Catholic faith or the directives of the Archdiocese is strictly prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of this educational institution. Students and parents are advised that any communication in violation to the teachings of the Roman Catholic Church is strictly prohibited and is grounds for expulsion. Any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and his or her parents and is not meant to be all inclusive or exhaustive listing of improper conduct or disciplinary action to be expected from such conduct.

### **Confidentiality**

St. Peter Catholic School encourages a cordial family atmosphere. This situation, along with the norms of professionalism, requires strict observance of confidentiality in and out of the school. As the staff of St. Peter Catholic School are required and committed to honoring the confidentiality of all matters and information they are privy to (such as academics, behavior, personal...), so too must the families of St. Peter Catholic School respect the welfare of others and the school as a whole and likewise maintain confidentiality at all times.

It should be noted that all staff of St. Peter Catholic School are agents of the school as it relates to their participation in school-related activities. As such, all personnel are required to bring to the administrator any information they possess regarding enrolled students in so far as that information concerns the welfare of the student, other students or of the school as a whole.

### **Communication Channels**

Respect for persons and concern for the common good require that the principle of subsidiarity be observed in the life of a community. The principle, enshrined in Catholic social teaching, requires that decisions and issues be handled at the lowest, most appropriate level in order to safeguard the rights and responsibilities of the human person. The clergy of St. Peter Catholic Church, in consultation with the Administration and School Advisory Board, establish the mission and philosophy of our Parish School. Policies are created to ensure that the mission and philosophy are properly carried out. The Principal is responsible for the day to day operation of the school and for implementing the policies established by our pastors.

1. Questions or issues, which from time to time, may arise in the life of a school, should first be addressed to the teacher or faculty member concerned. Normally, issues are resolved at this level. Only after exhausting this opportunity should parents take their complaint or issue to an administrator.
2. In the event that a situation or concern has not been resolved at the initial level, the issue should be brought to the attention to one of the following:

*Academic* - Mrs. Suzanne Roth, Dean of Academics  
*Student Behavior and Student Life* – Dr. Kathleen Crouchet, Dean of Students  
*Counseling* – Mr. Bobby Thomas, School Counselor  
*School Communication* - Mrs. Tanya Montour, Administrative Support  
*Catholic Identity* - Mr. Clint Goss, CRE  
*Athletics* – Mr. Phil Williams, Athletic Director  
*Cafeteria* – Vito Corona, Cafeteria Manager

The principal will be available to help solve the difficulty only after all the above named avenues described have been exhausted without resolve. The communication channel must be followed in the sequence listed above. Parents are not permitted to skip any steps in the process.



## **Grievance Procedures**

St. Peter Catholic School wishes to provide an opportunity for individuals to be heard. The administration of this school maintains procedures by which the parents of students may seek redress from a policy, regulation, or decision that is perceived as an unjust hardship on an individual or group. Complaints may be heard from individuals, parents, parent organizations, and employees. ***Final determination of day-to-day discipline, dress, and grooming rests with the administration and cannot be appealed.*** A Grievance Council, made up of the Pastor of St. Peter Parish or his designee, the School Principal, a member of the Parish staff, and a member of the St. Peter Advisory Board, will comprise the Grievance Council. Those individuals, who have exhausted all of the above-named procedures for seeking resolve about an issue with St. Peter Catholic School, may request a hearing with the Grievance Council. The Council will serve the Pastor by making a recommendation after a hearing, but the final decision will rest with the Pastor of St. Peter Parish.

The opportunity to be heard will be forfeited if the procedures outlined below are not followed:

1. Please submit a written statement of the complaint to initiate the grievance, including a brief summary of the steps that were taken at school to resolve an issue. This written statement should also include documentation of the individual working through the appropriate communication channels that are outlined above.
2. The dated statement, summary of steps, and documentation should be sent or emailed to the Pastor and Principal. The letter should include "Attn: Grievance Council" clearly marked.
3. Within ten (10) days, the individual with the grievance will be contacted and a Grievance Council meeting will be scheduled for a mutually convenient date and time for all those involved.

The Pastor or his designee will inform the aggrieved about the decision that has been made. Said decision is final and binding once it is ratified by the Pastor.



## **ACADEMIC INFORMATION AND POLICIES**

St. Peter Catholic School is dedicated to excellence in education and to the spiritual development of youth within the framework of the Gospel and the tradition of the Catholic Church. Our fundamental task is educating the whole person, integrating faith with learning in daily life.

### **Honors Classes**

Our school offers placement in Honors Classes to the students in grades 6, and 7 in English Language Arts. The eligibility criteria for placement in the Honors classes are evaluated using the following student data:

1. *Achievement Tests results* (ACT Aspire and MAP)

ACT Aspire: Students scoring a 90% or above on the Reading section are considered. Additionally, students scoring in the 85% or above in Reading and the 90% or above on the Language Composite section are considered for Honors Literature.

M.A.P. (Measures of Academic Progress): Students scoring in the top 5% of M.A.P. scores in Reading and/or Math for their grade level are considered for Honors placement.

*After Achievement Test Results are analyzed, the following student data is studied:*

2. *Report Card grades* -- A's, 1 B is allowed if final average is an A
3. *Behavior /conduct* -- A to B+
4. *Teacher Recommendation* -- ability and student motivation

Students naturally progress to the ELA Honors class for the following year unless the student does not meet the academic expectations in class and on standardized tests. Parents will receive a letter in the beginning of the summer if their incoming 6<sup>th</sup> grade student has qualified and would like to be considered for Honor's placement. Incoming 6<sup>th</sup> & 7<sup>th</sup> grade students who have qualified (Achievement Test Scores) and not previously been in Honors will also be notified by mail.

### **Special Education Program**

At this time, we have two part-time Special Education teachers (provided by St. Tammany Parish School Board), a Teacher-Interventionist, and a Special Education assistant in the student resource room. The program is designed to meet the specific needs of each student. The students enrolled in the program have evaluations that meet Bulletin 1508 Criteria. Each child has a Services Plan in effect.

Our program is designed to meet the specific needs of each student. The Special Education teacher meets regularly with the teachers and parents to insure that any minor adjustments are being met. Some of the adjustments made for our students include: small group testing, re-teaching, extended time, directions reworded or re-explained, and copies of peer notes. He/She also works with the children in small study groups teaching testing skills, reinforcing organizational skills, and teaching small group basic skills.

### **Academic Progress**

Academic progress can be viewed online at the Plus Portals site daily. Report cards are sent home at the end of each quarter. During the fourth or fifth week during each grading quarter the school calendar will have posted "Progress Checks" and at that time all of a particular student's grades for that grading period will be posted. Final averages for each subject are calculated by averaging the numerical values of all four quarters.

### **Grading**

Pre-K and Kindergarten Students:

Reports of student progress are given out quarterly in Pre-K and Kindergarten. Students are evaluated in relation to the skills (published by the Louisiana Dept. of Education's grade level expectations). The following is our academic skill scale:

- E – Excellent Progress (90 -100)
- S – Satisfactory (80 – 90)
- N – Needs improvement (below 80%)

Grades 1 <sup>st</sup> - 7 <sup>th</sup>	<u>Grading Scale</u>	<u>Grading Code for Academics</u>
	94-100	A (Exceptionally High achievement)
	86-93	B (High achievement)
	78-85	C (Average achievement)

70-77	D	(Low achievement)
0-69	F	(Failure to master material)
	I	(Incomplete)

Honors (6<sup>th</sup> and 7<sup>th</sup>)      Grading Scale

90-100	A
89-80	B
79-70	C
69-60	D
59-0	F

**Enrichment Classes**

P and NP (Participation/Non-participation) grades are given in enrichment classes. Art, P.E., Music, Computer, Library, Coding, Creative Writing, Media Center, Robotics, STEM, Study Skills, Typing, and Rosetta Stone are considered enrichment classes. \*A child receiving special education services and intervention services for students with an INC Plan during Enrichment time do not receive a grade. It is left blank on the report card.

**Examinations/Assessments**

For grades 4 -7, students' performances will be evaluated each quarter through five or more of the following: tests and quiz grades, quarterly tests, semester/cumulative exams, portfolios, projects and/or papers (quiz or test grade), class work and homework.

**Honor Roll**

"A" Honor Roll      Students who have achieved A's in all subject areas, conduct grade of an A, and do not have a NP (non-participation) grade in any enrichment subject.

"AB" Honor Roll      Students who have achieved grades of 86 (B) or higher, conduct grade of A or B, and do not have a NP (non-participation) grade in any enrichment subject.

**Parents/Student Questioning of Particular Grades**

There is a period of 14 days following the date of the issuing of report cards that parents/students may request a conference with a teacher and the Dean of Academics to contest a grade given for a test, project, etc.in a particular subject. After the two week period, the grades given to a particular student are considered final. There is no exception to this policy.

**Promotion Policy and Failure of a Subject**

**Pre-Kindergarten & Kindergarten**

- The criteria for promotion are readiness and maturity. The decision to retain a student is determined by the areas on the child's report card and by the classroom teacher, Child Study Team in conjunction with the Dean of Academics.

**Grades 1-3**

- The criterion for promotion is successful mastery of Grade Level Expectations Louisiana State Standards in that particular grade level. Promotion to the next grade is granted for students who have a 70% or above final average in each of the core subjects including English Language Arts, Math, and Religion. A student who fails to have a 70% final average in one of the core subject *will* have to repeat the year. A student failing the grade level may not be able to return to St. Peter School.

- A student who has a D and an F, or an F and an F in any subject in the last two nine-week periods regardless of the numerical average, fails that subject for the year. Students who are in danger of failing the grade are notified beginning in the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> nine week period. A “Possible Failure Notice” will go home with any student falling in this category.

#### **Grades 4–7**

- The criterion for promotion is successful mastery of Grade Level Expectations Louisiana State Standards in that particular grade level. Promotion to the next grade is granted for students who have a 70% or above final average in each of the core subjects including English Language Arts, Math, Science, Social Studies and Religion.
- A student who fails one of the core subjects *may* have to repeat the year and may not return to St. Peter School. A student who fails to have a 70% final average in two or more core subjects *will* have to repeat the year. Due to the integrated method of teaching and assessing English, reading, spelling, and vocabulary through the English Language Arts class, **failure of ELA will result in a student’s failure for the year.**
- A student who has a D and an F, or an F and an F in any subject in the last two nine-week periods regardless of the final numerical average, fails that subject for the year. Students who fail one of the core subjects may be eligible to complete summer school. The basic requirements of summer school are 40 hours of private tutoring by a certified teacher (who must be approved by the Dean of Academics prior to June 10<sup>th</sup>) or completion of the summer school program through the St. Tammany Parish School System. It is the responsibility of the parents to make arrangements with a certified teacher for private tutoring or contact the St. Tammany School Board for information concerning summer school. Students who are in danger of failing the grade are notified by letter beginning in the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> nine week period. A Possible Failure Notice will go home with any student falling in this category.

#### **Academic Integrity at Saint Peter School**

At St. Peter Catholic School, academic integrity is expected of every member of the school community – students, parents, and teachers. Academic integrity includes a common commitment to the values of honesty, trustworthiness, fairness, and respect. A student’s or a parent’s academic dishonesty threatens and undermines the sacred partnership that exists between the family and the Catholic school.

#### **Plagiarism/ Cheating**

We understand that the students at St. Peter Catholic School are in a process of learning. Our teachers are vigilant about teaching the right and wrong way to express an idea that is their own, and not copied from another source. “Plagiarism is the representation of a source’s words or ideas as one’s own. Plagiarism takes three different forms: cheating, non-attribution of sources, and patch writing” (Howard, 1995). Work that has been plagiarized will be subject to grade adjustments and/or disciplinary actions.

Appropriate test taking behavior is taught at the beginning of each year in each classroom. St. Peter School students are expected to adhere to high standards of academic integrity in their work. It is imperative that students follow the test taking rules that have been established in each classroom. Violations are subject to grade adjustment and to disciplinary action which may include suspension or expulsion.

Any parent (or child) who obtains (through purchasing or other means) standardized tests from our textbook series and/or exchanges “old” tests with other parents or students is undermining the school’s authority to properly evaluate student progress. This is considered cheating. Any child that is found to have “studied the upcoming test” at home will get an automatic grade that is 10 points below the lowest grade that the student has received that year on a test. The school considers this a serious matter and parents will be called in to discuss whether the family can faithfully continue the “school/parent” entrustment that is necessary for the operation of our Catholic School.



## TRANSPORTATION, ATTENDANCE, AND PUNCTUALITY

### Arrival of Students

#### **Carline**

- Faculty and staff are stationed on both Theard Street (Pavilion) and Washington Street (back of cafeteria) to assist children getting out of cars. Temperance St. is reserved only for parents dropping off students at Key Cottage. Weather permitting, all students, except Key Cottage students, are directed to the pavilion and sit quietly with their classes until the bell rings.
- Cars with Key Cottage siblings, Pre-Kindergarten and Kindergarten students have a special bright pink carline number with a little lamb on it. Cars with little ones are required to use the Theard Street line exclusively. We understand it takes a little time for our “little lambs” to be totally comfortable with morning drop off. We are here for you should you need more assistance!

#### **Walkers**

- Parents should be careful when using this means as there is MUCH traffic and action around school in the morning. A teacher/staff member will be on duty at the ECC/PLAYGROUND/MIDDLE SCHOOL corner to help those walkers coming from the Boston Street area. There is a teacher/staff member also on duty at the corner of Theard and Temperance to help children cross the street. Young students (below 4<sup>th</sup> grade) should not be dropped off to walk on to campus in the morning.

#### *The following rules are to be adhered to at all times:*

- Before School Care is offered, with a cost of \$.50 per child (pre-K through 7<sup>th</sup>) including children who use the St. Tammany Parish Bus Service and arrive before 7:15 a.m., beginning at 6:50 a.m. See information in the back of this Handbook.
- St. Peter School is not responsible for students dropped off before 7:15 a.m. and who do not report to Before School Care.
- Students arriving on the school grounds after 7:45 a.m. are tardy. For safety, children in third grade and younger must report with a parent to the school office for a tardy slip. No child is allowed to leave the school grounds without permission of the principal and a parent/guardian once he/she arrives in the morning.

### Dismissal

- TIMES: 2:30 p.m. – bus students, 2:35 p.m. – carline students, 2:45 p.m. – walkers and After Care students.
- If your child is going home by “carline”, for your child's safety, we ask that you have your car number clearly visible and that you follow the car line procedures. For the P.M. Carline, the students whose numbers are #1 – 199 are picked up on Washington Street (cafeteria area) behind school; the students

whose numbers are #200 – on up are picked up on Theard Street (Pavilion area).

- **No student is to be picked up outside of the Middle School building.** All students who are not picked up by 3:00 p.m. will be brought to our Aftercare.
- Walkers are dismissed at 2:45 p.m. from the Temperance Street Main Building exit. Walker must live within 1(one) mile in order to be a walker. Walkers must have the “Walker” tag on their book bag in order to be released at the Temperance Street Main Building exit. **Parents must sign a Permission Form in order for their child to walk home. Permission Forms can be signed in the office.** Students who are not walkers must have a permission note from their parent to allow the child to walk home. Walkers **are not allowed** to congregate in front of the Church, nor should they linger on St. Peter School or St. Scholastica property. These students will be escorted back to the pavilion area and sent to After-Care Services at 3:00 p.m.
- Parents should not walk up to the Pavilion gate to get their child in the afternoon. Parents wishing to walk to school to get their child must have the child labeled with a “Walker” tag and pick up their child from the Temperance Street Main Building exit doors at 2:45 p.m. when the walker bell rings. **Please understand and cooperate with this most important safety procedure.**

### **Bus Transportation**

School bus transportation is provided for students residing in certain areas. Parents are encouraged to avail their children of this service to minimize the car line traffic flow. In order to assure safety for all riders, the bus students must adhere to the following rules:

1. All students are to remain seated until the bus has arrived at its destination.
2. Conversation may be carried on within normal volume limits.
3. Nothing is to be thrown out of bus windows or doors.
4. Before boarding the bus, on the bus, and after leaving it, the student's behavior must be a credit to St. Peter School.
5. Obey the rules and regulations given by the bus driver.
6. Destruction/defacing of bus or another student's property will result in parent/guardian and child making restitution.

**Note: Any continued violation of these rules will result in the loss of bus transportation.**

**On days when there is not any bus service for dismissal, the parents should pick up their children from their regular car line or as a walker.**

### **Attendance and Tardiness**

The compulsory school attendance law of Louisiana requires that all students attend a recognized school and can only be absent for grave reasons such as personal illness, death in the family, or other rare exceptional conditions. **If a child misses 20 or more days in one school year (excused or unexcused), he/she may not be promoted to the next grade.** If an absence is for five (5) days or more, a doctor's note must be presented. Travel, during the school year, should be arranged during school holidays. If this cannot be avoided, please notify the homeroom teacher well in advance of the date for school work to be prepared. Teachers will decide upon a schedule of make-up work upon the student's return. Work must be done in a timely manner.

The Dean of Academics will contact parents of students in Key Cottage - 3<sup>rd</sup> grade who have been excessively tardy. Any 4<sup>th</sup>-7<sup>th</sup> grade student who receives an unexcused tardy will receive a tardy slip from the office to be signed by the

parent and returned the next day to the teacher, (*see Discipline and Comportment*). The Dean of Students will contact parents of students in 4<sup>th</sup>-7<sup>th</sup> grade who have been excessively tardy. **Each four (4) tardies (excused or unexcused) during a nine-week period equal one (1) absence.**

A student is considered tardy if he/she walks on campus after the gates have been closed after the 7:45 a.m. bell has rung and prior to 9:45 a.m. All students must report to the office. If a student in 3<sup>rd</sup> grade or under is tardy, ***a parent must accompany him/her to the office and sign the student in.*** Students are to wait until after the morning assembly/prayer before joining their class under the pavilion or walking to class. A teacher will be on duty at this time to watch for students going to class. Parents will walk their Key Cottage, Pre-K or Kindergarten child from the office to the outside classroom door. **Tardy slips are to be signed by parents and returned to the homeroom teacher the next day.**

We strongly urge parents to make appointments for their children after school hours, but if a student needs to be checked out during school hours, the parent should come to the front office-and sign their child out. The receptionist or secretary will call the class and ask the student to meet their parent at the designated “parent pick-up door” of the building that their child’s class is in. Once at school, no one is to allow a student to leave the grounds without the permission of the principal and the parent.

Students may not return to school for 24 hours after fever or vomiting has stopped. Your child will be sent home.

**A student may have an excused absence for a personal illness, sickness or death in the family, quarantine, an authorized school function, an appointment with a physician, or a natural disaster. Any absence that does not meet the criteria for an excused absence is considered to be an unexcused absence.**

#### **Picking up Materials and Work for an Absence**

Materials will not be sent to the office for pickup without a request. If you would like to pick up books and assignments at the end of the school day, you must call. Requests to pick up material must be made by 11am of the school day. The materials will be then available for pick up between 2:45 and 3:00 by the front office.



## UNIFORMS AND PERSONAL APPEARANCE

All St. Peter Students are required to be in uniform every day. Uniforms must be clean, mended, and properly worn. Students may not change out of their uniforms as long as they remain on school campus. Non-behavioral disciplinary action may occur for students who violate the uniform code the first time. Any subsequent write-up will result in one(1) point being subtracted from the student's behavior grade.

The uniform distributors for St. Peter School are *School Time* in Mandeville and *Landsend.com*. The sweatshirts and shirts embodied with the school's emblem are done by *Yellow Butterfly* through school.

It is strongly encouraged that all clothing be labeled with your child's name. If a student comes to school without a piece of the school uniform, a note from his/her parent must be presented to his/her homeroom teacher for approval. Writing or drawing on any part of the student's body or uniform is not allowed.

### Shoes

Uniform shoes are to be white leather athletic shoes with solid white soles. An approved uniform shoe list is published on the school website. Only those shoes listed can be worn. The approved listed shoe can be purchased anywhere. Parents choosing to purchase a shoe not on the list must have the shoes approved, so it can be added to the list. Your cooperation will be greatly appreciated.

**\*see uniform charts on the following pages**

### Jewelry

Girls: Only watch, small religious medal/cross tucked into blouse, and single, small studded earrings allowed in the lower ear lobe

Boys: Only watch and/or small religious medal/cross tucked into uniform shirt allowed.

### Monogramming

Girls: Pre-K -4<sup>th</sup> grade peter pan blouses may be monogrammed on the collar with one or all three initials in navy blue only.

Key Cottage girl's dresses may be monogrammed on the collar in navy blue.

Girls and Boys: Sweatshirts can be monogrammed on the back at the top of the sweatshirt with first and last name or only last name. (Small print)

### Hair

Girls and Boys: All hair must be natural color at all times. This means no highlights, bleach, or anything else that would lighten or darken hair. There is to be nothing "fixed" to the hair such as hair wraps, feathers, etc. No extreme hairstyles are allowed. Hair should be neatly brushed/combed and hair accessories are to be in school colors only.

Boys: Hair should be moderate length to the top of the ear on the sides, above the eyebrows and the top of the collar on the back. There is to be no excessive build-up of hair. Bangs must be at or above the eyebrows. Students are to be clean shaven.



### **School Uniform Days**

- Only clear nail polish is allowed. No make-up is allowed at school.
- First(1<sup>st</sup>) through seventh(7<sup>th</sup>) graders are expected to keep shirts tucked into their pants when not in P.E.class or at play.
- Skirt length should be no more than two inches above knees.
- Socks (ankle or crew) must be visible with the uniform. No show socks are prohibited.
- Belts are to be worn at all times by male students 1<sup>st</sup> -7th grades.

### **Free Dress Days**

Occasionally, St. Peter students will be granted a free dress day. It is imperative that your child adhere to the following guidelines.

- All shirts, blouses, or dresses must have sleeves.
- All skirts, dresses, and shorts must be LONGER than MID-THIGH in length for Pre-K through 7<sup>th</sup> grade.
- Students may wear jeans or capris (mid- calf). No ripped or/torn jeans allowed.
- If leggings are worn, they must be worn under the school skirt.
- The midriff must not be exposed at any time.
- Pants, jeans, shorts, capris, or skirts ***must be worn at the waistline.***
- Clothing with offensive or suggestive language, symbols or promotion of smoking or alcohol are not allowed.
- Free dress clothing must **not** be **skin tight or sheer.**
- Shoes must have backs and closed toes.

*Students who violate any of the free dress day requirements will contact their parent for change of clothing, and may lose the privilege of all free dress days for the remainder of the school year and may be given an automatic detention.*

School Administration reserves the discretion and right to send home anyone who comes to school inappropriately dressed or groomed. All previously stated policies and/or information are subject to change, alteration, or revocation by the Administration.

## St. Peter Catholic School: Boy's Uniform Code 2018-2019

<b>SPS BOYS</b>	<b>Socks</b>	<b>Shoes</b>	<b>Shorts/pants</b>	<b>Shirts</b>	<b>Belts</b>	<b>Sweater/sweatshirt</b>	<b>Cold Weather Outerwear</b>	<b>Athletic/Cheer/Dance outerwear</b>	<b>EXTRA Cold weather</b>
Key Cottage 3's	All white crew/ankle socks; "No show" socks are prohibited.	All white leather tennis/athletic shoes – minimal gray permissible on shoe, only white soles; Velcro required.	Elastic waist Khaki uniform shorts or pant (no stone colored or brand names allowed)	Navy polo uniform shirt- Key Cottage logo Short or long sleeved	none	Navy cardigan with Key Cottage logo	Coats, hats, mittens, and gloves worn OVER cardigan on cold days.	none	White or navy long sleeved t-shirt under uniform shirt permissible
Pre-K-4's	All white crew/ankle socks; "No show" socks are prohibited.	All white leather tennis/athletic shoes – minimal gray permissible on shoe, only white soles; Velcro required.	Elastic or belted waist Khaki uniform shorts or pant (no stone colored or brand names allowed)	Navy polo uniform shirt-long or short sleeved	none	Navy blue school sweatshirt with school crest	Coats, hats, mittens, and gloves worn OVER school sweatshirt on cold days.	none	White or navy long sleeved t-shirt under uniform shirt permissible
Kindergarten 5's	All white crew/ankle socks; "No show" socks are prohibited.	All white leather tennis/athletic shoes – minimal gray permissible on shoe, only white soles; Velcro required.	Elastic or belted Khaki uniform shorts or pants(no stone colored or brand names allowed)	Navy polo uniform shirt-long or short sleeved	Belt required after Christmas (second semester) Brown belt or khaki web belt only.	Navy blue school sweatshirt with school crest	Coats, hats, mittens, and gloves worn OVER school sweatshirt on cold days	none	White or navy long sleeved t-shirt under uniform shirt permissible
1 <sup>st</sup> – 4 <sup>th</sup> grade	All white crew/ankle socks; "No show" socks are prohibited.	All white leather tennis/athletic shoes – minimal gray permissible on shoe, only white soles	Khaki uniform shorts or pants(no stone colored or brand names allowed)	Navy polo uniform shirt-long or short sleeved	Brown belt or khaki web belt only; No school logos or markings on belt.	Navy blue school sweatshirt with school crest	Coats, hats, mittens, and gloves worn OVER school sweatshirt on cold days.	none	White or navy long sleeved t-shirt under uniform shirt permissible
5 <sup>th</sup> -7 <sup>th</sup> grade	All white crew/ankle socks; "No show" socks are prohibited.	All white leather tennis/athletic shoes – minimal gray permissible on shoe, only white soles	Khaki uniform shorts or pants(no stone colored or brand names allowed)	Navy polo uniform shirt-long or short sleeved	Brown belt or khaki web belt only; No school logos or markings on belt.	Navy blue school sweatshirt with school crest	Coats, hats, mittens, and gloves worn OVER school sweatshirt.	SPS Athletic/Dance/Cheer Jacket may be worn over <i>or</i> in place of Sweatshirt in cold days	White or navy long sleeved t-shirt under uniform shirt permissible

## St. Peter Catholic School: Girl's Uniform Code 2018-2019

SPS GIRLS	Dress/jumper/ Skirt	Socks	Shoes	Shorts	Blouse	Uniform shorts	Pants/ Leggings	Sweater/ Sweatshirt	Cold Weather Outerwear	Athletic/ Cheer/ Dance outerwear
Key Cottage 3's	Navy, gingham dress	All white crew/eyelet trim/ankle socks; "No show" socks are prohibited.	All white leather tennis/athletic shoe/white Mary Jane/ Keds with Velcro required.	Navy knit shorts under dress	none	none	Navy tights or leggings with white socks in cold weather	Navy cardigan with school logo	Coats, hats, mittens, and gloves worn OVER cardigan	none
Pre-K-4's	Navy, gingham dress /Plaid jumper (no more than 2 inches from floor when kneeling)	All white crew/eyelet trim/ankle socks; "No show" socks are prohibited	All white leather tennis/athletic shoe- minimal, light gray permissible on shoe, soles must be white. Velcro required, Keds are permissible.	Navy knit shorts under jumper	White Peter Pan short sleeved cotton blouse, str aight or puff sleeves.	Navy blue walking shorts (mid- thigh) with navy elastic web belt	Navy tights or leggings with white socks in cold weather	Navy blue school sweatshirt with crest or navy cardigan with school logo	Coats, hats, mittens, and gloves worn OVER sweatshirt	none
Kindergarten 5's	Plaid jumper (no more than 2 inches from floor when kneeling)	All white crew/eyelet trim/ankle socks; "No show" socks are prohibited	All white leather tennis/athletic shoe- minimal, light gray permissible on shoe, soles must be white Velcro Required; Keds are permissible.	Navy knit shorts under jumper	White Peter Pan short sleeved cotton blouse- straight or puff sleeves	Navy blue walking shorts (mid- thigh) with navy elastic web belt	Navy tights or leggings with white socks in cold weather	Navy blue school sweatshirt with crest or navy cardigan with school logo	Coats, hats, mittens, and gloves worn OVER sweatshirt	none
1 <sup>st</sup> – 3 <sup>rd</sup> grade	Plaid jumper(no more than 2 inches from floor when kneeling)	All white crew/eyelet trim/ankle socks; "No show" socks are prohibited	All white leather tennis/athletic shoe- minimal, light gray permissible on shoe, soles must be white. Keds are permissible.	Navy knit shorts under jumper	White Peter Pan short sleeved cotton blouse- straight or puff sleeves	Navy blue walking shorts (mid- thigh) with navy elastic web belt	Navy tights or leggings with white socks in cold weather	Navy blue school sweatshirt with crest or navy cardigan with school logo	Coats, hats, mittens, and gloves worn OVER sweatshirt	none

4 <sup>th</sup> -7 <sup>th</sup> grade	Plaid jumper(at least 2 inches from floor when kneeling) or Plaid skirt (no rolling of skirt....no more than 2 inches from floor when kneeling)	All white crew/eyelet trim/ankle socks; "No show" socks are prohibited.	All white leather tennis/athletic shoe- minimal, light gray permissible on shoe, soles must be white. Keds are permissible.	Navy knit shorts under jumper	Knit shirt with tailored edge with school logo-School Time	Navy blue walking shorts (mid-thigh) with navy elastic web belt	Navy tights and/or leggings with white socks in cold weather	Navy blue school sweatshirt with school crest with school logo	Coats, hats, mittens, and gloves worn OVER sweatshirt	SPS Athletic/ Dance/ Cheer Jacket may be worn over <i>or</i> in place of Sweatshirt
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## **DISCIPLINE POLICIES AND COMPORTMENT**

St. Peter Catholic School's mission is to provide an environment where everyone can live their Catholic faith. As a school, we will work to emulate the Holy Family through the practice of Christian virtues. Effective discipline policies ensure that the school climate is conducive to learning and that each student is treated with respect, dignity, and fairness.

Discipline is an educational process designed to assist students in understanding acceptable behavior through self-discipline and responsible actions. The focus of discipline is to assist students in learning self-discipline and self-respect. Students will learn to accept responsibility for their actions and learn to live with the consequences of their decisions.

Establishment and enforcement of the following Disciplinary Policies create for our students an atmosphere where they can develop as children of God in a safe and caring environment. Purposeful discipline is four-fold:

- To provide a classroom and school environment conducive to learning;
- To help students develop a sense of responsibility and self-control;
- To foster our values as a Catholic, Christian community;
- To nurture the formation of conscience.

Focusing on positive improvement rather than simply imposing sanctions allows for students to change their behavior in a positive manner. Teachers are encouraged to handle the majority of discipline issues at the classroom level, involving parents as much as possible in their efforts to enact positive change. Students must be encouraged to accept responsibility for their actions.

### **Parental Cooperation and Assistance**

The primary responsibility for developing self-discipline, responsibility, and respect for others rests with the home. St. Peter respects parents as the primary educators of their children, and in turn respectfully requests the support and cooperation of parents in the discipline process. Students are expected to behave in a manner that brings honor to their parents and the school at all times. At St. Peter Catholic School, we foster an environment where everyone is treated with respect and dignity, thus creating a warm and friendly atmosphere. Students are challenged to live, grow, and internalize the morals and values which are consistent with our Catholic teachings.

Participation in a Catholic school is a privilege, not a right. Students are expected to monitor their own behavior, to accept responsibility for the consequences of their actions, to correct inappropriate behavior, and to develop self-discipline. In accordance with Catholic theology, politeness, cheerfulness, reverence for God, order, responsibility, and respect of oneself and others are some of the consistent habits of those who are striving to become authentic persons. St. Peter students are expected and encouraged to foster these habits in their daily lives.

In order to maintain the parent-school partnership in these matters, parents are encouraged to contact the school whenever there is a question concerning the enforcement of the rules.

Out of respect for legitimate authority, the first contact must be made with the faculty member or staff member who has issued the consequence in question so that any misunderstanding or incomplete information may be swiftly corrected.

*The faculty and staff at St. Peter School pledge to you that we will be kind and courteous, responsible, and respectful. We ask the same of you in return.*

### **Positive Behavior Program**

Discipline is an essential component to the St. Peter learning environment that must be embedded within each area of the school. Students are expected to model Christian behavior and values at all times. This behavior is learned through the St. Peter positive behavior program ROCK.

### **ROCK Program**

Reverence to God  
Obedience to Authority  
Charity to Others  
Knowledge of Safety

Students will be taught the ROCK expectations and rules throughout each area of the school. Good student behavior will be reinforced throughout the day using the ROCK Rewards System. These rewards for good behavior will be collected and used for rewards throughout the week.

### **Virtue-Based Restorative Discipline (VBRD) Philosophy**

The VBRD philosophy creates a positive, virtue-based climate for the child during his/her time at St. Peter Catholic School. This positive, virtue-based climate, in turn leads to a diminishing of negative behavior and an increase in positive behavior. The successful application of VBRD is made possible through the commitment of the *staff, students and parents*. VBRD is most affective when there is a partnership amongst these three groups. This partnership can also help foster an increase in faith practices in the home with our families and can restore relationships that have been harmed. When harm occurs, it is important to look at the harm caused by the misbehavior and make amends – offer forgiveness – as taught by Christ himself. Loving God and neighbor, especially the repairing and restoration of relationships, is part of living a virtuous life.

Developing in the hearts of our students a desire to live out the basic virtues of kindness, compassion, forgiveness, patience, humility, forbearance, gentleness, thankfulness, love, peace, and unity helps our students grow as disciples of Christ. This has a direct impact on choice of behavior. The faithful application of VBRD leads to a systemic change in the school community. VBRD calls all adults to reflect on their approach to discipline while emphasizing the importance of repairing relationships affected by harm. Consequences for misbehavior still apply, but the goal is to restore relationships and re-direct students so that they may once again embrace virtuous behavior.

VBRD at St. Peter Catholic School has led to the development of “Virtue 360s” (small groups or circles). Imbedded in the Virtue 360 is opportunity for prayer, self-expression, relationship building, and relationship restoration. Virtue 360s are held each Monday morning in homeroom before the start of school for our 4<sup>th</sup> – 7<sup>th</sup> grade students. The entire student body (grades Key Cottage – 7<sup>th</sup>) forms Virtue 360s in their homerooms on select days throughout the year. Our faculty and staff hold Virtue 360s when they gather for monthly faculty meetings. Virtue 360s are also integrated into particular home assignments that aim at bringing the family together, building and restoring family relationships, and encouraging growth in virtue.

### **VBRD Guiding Principles**

- We will dedicate ourselves to living virtue.
- We will support others in living virtue.
- We will commit to constructive thoughts, words, and deeds.
- When faced with challenges or conflict, we will find solutions that cultivate virtue for ourselves and for one another.

### **VBRD Steps**

1. Discuss the harm with student; who was harmed; how to undo the harm.
2. Use prayer to identify the virtue to be modeled.
3. Determine relevant consequence; Pray(closure).
4. Restore student and relationships through normal activities.

### **Behavior Interventions**

When students do not respond to the St. Peter Positive Behavior Program and ROCK expectations, they will need additional behavior support to succeed as a St. Peter student. Students that are determined to be “at-risk” in the area of behavior may receive a behavior intervention. Teachers, with the Dean of Students, assist in implementing these interventions. Appropriate behavior interventions may include, but are not limited to, any combination of the following:

- Parent phone call
- Parent-Teacher conference
- Referral to school counselor
- Referral to outside services
- Check in Check out (Mentor) Intervention
- Behavior Contract

### **General School Regulations**

Policies and guidelines have been established to protect the rights and safety of all students and to meet the goals of this school. Positive support will be given for appropriate behavior. The general school regulations will be reviewed frequently with your child. Each teacher has individual classroom rules and consequences posted in the classroom, which have been approved by the principal.

### **Personal Cell Phones and Electronic Devices**

Students are only allowed to use the office telephone during the school day, including arrival, dismissal, and before/after-care. **We strongly discourage students to have cell phones and other electronic devices, including all smart devices, at school.** If your after-dismissal arrangements necessitate your child having access to a cell phone, it must be turned off and remain completely out of sight during the school day. Cell phones that are used or seen during school hours or on school grounds, including but not limited to arrival/dismissal or

before/after-care, will be confiscated and held in the office to be picked up by a parent, and a detention will be issued to the student. Due to the advanced capabilities of the smart watches and other electronic devices, students will be asked to remove and place them into their backpacks before taking any tests or other graded assignments. Inappropriate use of a cell phone or electronic device may result in further disciplinary action. **St. Peter Catholic School will not replace or repair any cell phone or personal electronic device that is lost, stolen or damaged at school.**

**Students are not allowed to have drugs(medications), drug paraphernalia on their person or in their belongings at anytime.**

Smoking or possessing cigarettes, vapes are prohibited anywhere on the school premises. Disciplinary action will be determined by the Administration.

### **Technology**

St. Peter Catholic School believes strongly in the appropriate use of technology and realizes that it is an integral part of education. The school holds students responsible for any unacceptable use of technology and for taking utmost care of all equipment.

#### **Prohibited Behaviors include, but are not limited to:**

- Pulling off keys, rubber protective pieces, labels, and badges
- Mishandling devices
- Shutting down computers improperly
- Deleting or adding applications, music, games, movies, images without permission
- Searching Google Images
- Viewing, saving, or sending any obscene material
- Changing files or configurations without permission
- Accessing unauthorized network information
- Attempting to get around security systems
- Sharing files with another student during an independent assignment
- Communicating using technology in a negative manner
- Sharing passwords or attempting to guess passwords
- Losing or forgetting individual login information
- Using the internet for non-educational purposes
- Using computers without teacher permission/supervision

Disciplinary action will be taken for the misuse of technology as deemed appropriate by the Dean of Students and Administration. **The school has the right to search and review student network drives and internet usage at any time.**

### **Disciplinary Actions, Suspension, Probation, and Expulsion**

When students violate the school rules and expectations, or act in a way that is contrary to our school mission, disciplinary consequences will be determined by the teacher or an administrator. Along with a consequence, points may be deducted from the conduct grade as behavioral or non-behavioral incidents occur. Non-behavioral incidents may include, but are not limited to unexcused tardies, uniform violations, and failure to bring supplies to class. Signed tardy slips not returned to the homeroom teacher the next day will receive a Student Behavior Card for non-behavioral conduct. Administration will determine the conduct grade for any behavior deemed egregious.



Each **Pre-K through 2nd** conduct grade will be calculated according to each teacher’s system. Parents will be provided the expectations, rules and procedures for their classrooms at the beginning of the school year. Every student will have one (1) conduct grade that will use a 100 point system for each nine-weeks with the exception of PK and K students. Reports will be updated on a weekly basis to communicate with parents.

Each **3rd<sup>th</sup> through 7<sup>th</sup>** conduct grade will be managed by the homeroom teacher. Every student will have one (1) conduct grade that will use a 100 point system for each nine-weeks. As student behavior or non-behavioral incidents occur, parents will be notified through a Student Behavior Card.

The Student Behavior Card is aligned with the ROCK expectations and indicates the inappropriate behavior, as well as the number of points lost which is at the discretion of the teacher. Students in grades three (3) through seven (7) will have a student behavior card sent home the same day as any incident. Failure to return a student behavior card by the next day will result in a recess detainment by the Dean of Students. Five points will be subtracted from the conduct grade for the detainment. This incident will also be marked as a non-behavioral incident on a Student Behavior Card.(take this line out)

Any combination of *three* behavioral or non-behavioral signings in a week will result in a recess detainment. Any combination of *four (4)* behavioral or non-behavioral signings in a week will result in an after-school detention. Five (5) or more incidents in a week will result in an administrative decision.

***The 4<sup>TH</sup> - 7<sup>th</sup> Grade Student Behavior Card***

<b><u>Student Behavior Card</u></b>	
Student's Name: _____	<input type="checkbox"/> Behavioral <input type="checkbox"/> Non-Behavioral
Issued By: _____	Homeroom: _____
<input type="checkbox"/> Reverence to God <input type="checkbox"/> Obedience to Authority <input type="checkbox"/> Charity to Others <input type="checkbox"/> Knowledge of Safety	
Description/Comments	Points Lost
<p><i>This Student Behavior Card must be signed and returned by the next school day to avoid further disciplinary action.</i></p>	
_____ <i>Parent Signature</i>	
White- Homeroom, Yellow- Dean of Students, Pink-Parent, Gold-Issuing Teacher <span style="float: right;">St. Peter School 130 East Temperance Street Covington, LA 70433</span>	

**Detainments**

If a student receives a Recess Detainment, he/she will report to the Dean of Students or teacher at his or her recess period on the date assigned. A Recess Detainment is an immediate consequence for disruptive or inappropriate behavior. Recess detainments may include written work or light cleaning for areas such as the cafeteria. *A student receiving a Recess Detainment from behavioral incidents will also lose five (5) points from his or her conduct grade.*

*Three Recess Detainments* during the school quarter will result in a detention.

### **Detention**

Detentions are issued for major behavioral incidents and are served the next scheduled date. Detentions will be served on Tuesdays and Thursdays from 2:45-3:45 p.m. on the assigned date in the Middle School Building. Detentions will involve a variety of assignments where the student is given to an opportunity to reflect on the reason for being there. The Principal or the Dean of Students is the only persons who have the authority to reschedule the assigned date for serving the detention. Ten (10) points will also be deducted from each student's conduct grade in addition to the hour after school. Five detentions during one school year will result in a one-day suspension.

### **Suspension**

A suspension may be used if a student fails to cooperate with school authorities or gravely violates school regulations. Any action that would endanger the student or another person or any action deemed by the Principal to be contrary to the philosophy of St. Peter Catholic School may result in suspension. Missed class work is not made up during the suspension; the student must make-up work on his/her own time. Make-up of a test, etc. is left to the discretion of the Principal and Dean of Students. Suspensions warrant *fifteen (15) points deducted from the student's conduct grade per day.*

Suspensions may be one or two days 'at home' or 'in school', at the discretion of the Principal and Dean of Students. A suspended student is automatically suspended from all school activities. He/She may not participate in or attend school and/or class functions. The Administration reserves the right to determine the consequences and conduct grade for any egregious behavior.

*If a student who earns a suspension and is a member of any extracurricular activity, he/she will be dismissed from that extracurricular activity for a period of time determined by the Administration.*

### **Probation & Expulsion**

A student is placed on disciplinary probation as a result of a suspension. While on probation, a student's behavior and progress are monitored closely by his or her teachers, the Dean of Students, and the Principal. The Administration reserves the right to determine the consequences and conduct grade for any egregious behavior. Any further misconduct or violation of the terms of probation may result in dismissal from school.

Expulsion is an extreme measure taken for certain acts that are flagrantly opposed to Christian behavior. St. Peter Catholic School reserves the right to expel any student whose actions in the prudential judgment of the principal (considering all relevant circumstances), seriously impacts the safe and learning environment of the school in a negative manner.

### **Egregious Behaviors**

- Using vulgar inappropriate language, gestures
- Disrespecting another student – hitting, kicking, tripping, touching, punching, etc.
- Disrespect to an adult
- Spreading rumors about any student- notes, verbal, internet, etc.
- Cheating on homework, quiz, test, written reports, etc.
- Selling Vapes at school
- Smoking in school
- Cell phone use in school
- Pantsing another student

- Offering to sell or give drugs to another student
- Threatening another student or adult using pictures, verbal threats, physical contact, etc.
- Inappropriate use of Social Media

Administration will address these behaviors immediately. Appropriate consequences will be given.

### **Academic Integrity**

Honesty in all academic areas is a non-negotiable expectation of all students at St. Peter Catholic School. Academic dishonesty is therefore considered a major disciplinary offense and consequences will be handled through an administrative decision.

Examples of academic dishonesty may include, but are not limited to:

- Consciously taking ideas of others and presenting them as one's own ideas (plagiarism)
- Copying or consulting notes during tests
- Copying another student's quiz, test, class work or homework assignment
- Unauthorized collaboration on an assignment of any kind
- Allowing another student to copy homework or test answers

Being unaware of whether an act constitutes academic dishonesty does not excuse the act itself and it is always the student's responsibility to ask for clarification from the teacher.

### **Bullying Definition**

***“A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more persons, and he or she has difficulty defending himself or herself.”***  
(Dan Olweus, “Bullying at School: What We Know and What We Can Do”)

Allegations of bullying will be promptly investigated, giving due regard to the need for confidentiality and the safety of the alleged target (victim) and/or any individual(s) who report(s) incident(s) of bullying. An individual has the right to report an incident(s) of bullying without fear of reprisal or retaliation at any time. Any incident should be reported immediately to a school representative. Any proven egregious behavior consequences and conduct grade will be determined by the Administration.

Proven allegations of bullying can have serious consequences for the person deemed guilty.

All Saint Peter School students should keep their hands to themselves. No one has the right to harm another person in any way. Students should think before speaking and immediately apologize for accidentally saying or doing anything that has made another person feel oppressed. Students should report all incidents of bullying behavior they have witnessed to appropriate school personnel. Students who are found to have falsely accused another student of bullying will be subject to disciplinary consequences determined by the principal after consideration of the nature and circumstances of the act.

A student's home and personal use of technology can have an impact on the school and on other students. If a student's personal expression involving any technological device creates any disruption of the educational process, the student will receive administrative disciplinary action.

Cyber bullying includes, but is not limited to:

- Offending, harassing, or disrespectful messages through email, instant messages, digital and video photo images, and/or text messages etc.
- Posting any information that could cause a disruption to the educational process
- Posting false or defamatory remarks about someone

\*If a student poses a threat to himself/herself or others, it will be required of the parent to have his/her child evaluated by a licensed mental health professional before he/she will be allowed to return to school.

### **Social Media!!!!!!**

The following policy change has been recommended by the Administration and Behavior Team. This policy is based on the Federal Law COPPA which establishes criteria for prohibiting use of Social Media by children under the age of 13.

“No student participating in any **extracurricular activity** at St. Peter Catholic School shall host a page or post a username (whether their true name or an alias) on any social networking site. This includes, but is not limited to Facebook, Instagram, Twitter, Snapchat, Musically, Online Games, etc. **Not adhering to this policy will result in dismissal from extracurricular activities”**



## Extracurricular Activities

### Extracurricular Participation Guidelines

The school approves many activities in which the students are encouraged to participate. School spirit and support are essential parts of school life. Students who play on the various teams at St. Peter are representatives of the school and they must display a Christian attitude and sportsmanship during practices and games. The following guidelines are minimum standards for student eligibility:

- Students must maintain a C average or higher in all core subjects.
- Students may not have an F in any subject.
- Students must maintain a B conduct grade or higher. Change in status happens immediately upon having a "C" in conduct.
- Students will not be allowed to participate if he/she has a NP in enrichment classes.
- Any student receiving a detention within one week of a competition will not be able to participate in the event.
- A student who earns a suspension and is a member of any school extra-curricular group will be dismissed from that extra-curricular group for a period of time determined by the administration.
- Students **are expected to attend a full day of academic classes on the day of any co-curricular, athletic, or extra-curricular event.**
- Students will not be allowed to participate in the event if he or she is absent. This includes excused absences and high school shadowing.

Eligibility will be determined at each marking period using the Progress Reports and Report Cards. A student who violates any of the academic eligibility standards set forth above will be automatically placed on probation (not participating in activities with their team, including games, spirit squad, cheer and dance team performances/competitions) from any extra-curricular activity and will be given until the next Progress Report or marking period (report card) to raise grades to an acceptable standard before being dismissed for the rest of the school year from an activity/team. While on probation, students may continue to practice with their team. **Administration reserves the right to make eligibility decisions based on academic and behavior performance.**

Students who are members of extra-curricular organizations are supervised before, during, and until the student is picked up or is brought to After School Care. \*Children involved in school sports may stay in After School Care until 3:30 and not be charged. Siblings, if staying after school, *must* report to After School Care. They are not allowed to stay with their sibling who is on a team/club. Only members of the team and/or club are supervised when competitive interscholastic games, club meetings, etc. are held on the school campus. The school does not assume supervisory responsibilities for non-participatory students after dismissal or after the competitive event and/or club meeting.

### Athletics

St. Peter Catholic School regards physical education highly and considers it as a vital component in the education of the complete person. Whether students are participating in a sport or cheering for their friends, extracurricular activities such as our athletic programs unite our students outside the classroom.

St. Peter participates in a variety of sports in two different leagues. The Northshore Independent Athletic League (NIAL) is a West St. Tammany based league made up of non-public schools. The minor sports sponsored by the NIAL can include students in as low as fourth grade. The minor sports include cross-country, track, and golf. The NIAL divides major sports into varsity and junior varsity based on grade levels. The NIAL junior varsity is made up of fifth and sixth grade students. The NIAL varsity is made up of seventh and eighth grade students. St. Peter's participates in both the junior and varsity divisions of the NIAL.

St. Peter also plays in the Catholic Schools Athletic League (CSAL). The CSAL divides their junior varsity and varsity based on age. A student may participate in the junior varsity division if they are in sixth grade and meet the age requirements set forth by the CSAL before September 1<sup>st</sup> of the present school year. Senior varsity will be the seventh grade based the same guidelines.

### **Athletic Mission and Policies**

The purpose of the athletic program is to complement home, church, and school in the development of the whole person. The primary function of St. Peter athletics should not be the development of exceptional athletes. Rather, it must be the development of student-athletes who genuinely display the Christian qualities of good sportsmanship and fair play in every aspect of life. The successful operation of athletics depends upon a true commitment from all adults involved.

To remember this context for which we play and to build a habit of prayer, all teams will recite St. Peter Athletics Prayer before any competition.

#### *St. Peter Athletics Prayer*

*Almighty God,*

*Help us use our athletic gifts,*

*for your honor and glory;*

*If we know injury,*

*give us healing;*

*If we know victory,*

*give us humility;*

*If we know defeat,*

*give us understanding;*

*Take our fear,*

*give us courage;*

*Take our worry,*

*give us joy;*

*Our Lady of Victory,*

*pray for us;*

*St. Peter our Patron,*

*pray for us.*

### **Athletic Stages of Development**

5th Grade – The focus will be developmental. We will keep as many student-athletics as we can supervise. A 3 to 1 ratio of training to games is expected but depends on the availability of trainers. Training will be offered four days per week with the hope that players will attend two trainings per week. The head coach will provide the practice training.

6<sup>th</sup> and 7<sup>th</sup> Grades – While we still want to develop players, we will have more traditionally formed teams complete with tryouts. We want to continue providing more training than games.

Coaches and trainers are to have Safe School certification along with Red Cross Basic training. We will also expose our coaches to the “Like Coach” principles of working with people.

**Coaches**

It is preferable to have faculty members as coaches, but that is not always possible and St. Peter is blessed to have so many willing and competent parents to coach. Coaches must keep in mind that instilling a Christian attitude, teamwork, and sportsmanship are more important than winning. If a coach does not display the proper Christian attitude and sportsmanship during practice or a game, or if that coach knowingly bends or breaks the rules of the league, then the administration reserves the right to remove that person from coaching depending on the severity of the infraction.

**Parents**

It is our hope that every student has an opportunity to play on our teams. However, depending on the number of students trying out there may have to be cuts to form a team. **If a student made the team last year, it does not guarantee them a spot on the team this year.** It is never an easy decision to cut a student from any team and that is left up to the coach’s discretion. If a coach keeps too many students then that will decrease everyone’s playing time and will eventually cause problems during the season.

**Developmental and Intramural Leagues**

These leagues are solely fun leagues where students are allowed to compete and develop their skills in a less competitive environment than a school team. This league was started to give third and fourth grade students an opportunity to play organized sports and develop their skills. We are dependent on volunteer coaches and other schools wanting to play in developmental leagues because we do not have a regulation field or gym. Every student who wants to play will be placed on a team and if necessary more teams may be formed to accommodate the students. Tryouts are not necessary but an evaluation of talent should be done so one team isn’t stacked with the most talented athletes.

Depending on volunteer coaches, competitive teams available at St. Peter School include, but are not limited to:

Sport	Grade Level	Fall	Winter	Spring
Cross Country	2 <sup>nd</sup> – 7 <sup>th</sup>	*		
Football	5 <sup>th</sup> – 7 <sup>th</sup>	*		
Volleyball	5 <sup>th</sup> – 7 <sup>th</sup>	*		
Soccer	6 <sup>th</sup> – 7 <sup>th</sup>		*	
Basketball	5 <sup>th</sup> – 7 <sup>th</sup>		*	
Golf	5 <sup>th</sup> – 7 <sup>th</sup>			*
Baseball	6 <sup>th</sup> – 7 <sup>th</sup>			*
Softball	6 <sup>th</sup> – 7 <sup>th</sup>			*

**All songs used with extracurricular will need to be approved by the Administration.**

*Parents should monitor our Athletics page for updates on tryouts and team schedules.*

There is a minimum fee to participate in any sport. The fee assists in paying for referees, umpires, etc.

All fees for sport participation, Court of Dreams, etc. are nonrefundable.

If interested contact Athletic Director, Mr. Phil Williams at [pwilliams@stpetercov.org](mailto:pwilliams@stpetercov.org) / 985-892-1831 (ext. 317).

## **Extracurricular**

### **Spirit Squad**

The mission of the St. Peter Spirit Squad is to create a spirit group made up of 5<sup>th</sup> grade students who want to lend their spirit and talents to the school's various organizations. Spirit Squad offers its members a chance to do this in a non-competitive environment where teamwork is emphasized. Above all, the St. Peter Spirit Squad program aims to provide a Christ-centered atmosphere where each student is encouraged to use their God-given talents and abilities in the fullest and to encourage their teammates to do the same. If interested contact Mrs. Heidi Pear at [hpear@stpetercov.org](mailto:hpear@stpetercov.org).

### **Cheerleaders**

The mission of the St. Peter Catholic School cheerleaders shall be to create and maintain the cheerleading program that teaches the fundamentals of cheerleading in an environment that stresses great sportsmanship, teamwork, responsibility, and respect for teammates and self. Students are taught the importance of working together toward common goals and the program endeavors to provide a positive experience for each cheerleader that will leave them with a lifelong memories. The team strives for excellence, both on the field or court in support for their fellow student-athletes, and in the competitive arena. The program holds each student to a high moral standard, reminding each that they are a role model for all other St. Peter students. Above all, the St. Peter Cheerleading program aims to provide a Christ-centered atmosphere where each student is encouraged to use his or her God-given talents and abilities to the fullest, and to encourage their teammates to do the same. If interested contact either Mrs. Danielle Urrata at [durrata@stpetercov.org](mailto:durrata@stpetercov.org) or Mrs. Sharla Gallagher.

### **St. Peter Rock'n'ettes**

The mission of the St. Peter Rock'n'ettes Dance Team is to create and maintain a dance program that teaches the fundamentals of dance in a Christ-centered environment while focusing on the importance of prayer, team work, sportsmanship, responsibility, and respect. The program aims to develop lifelong learners both athletically and spiritually as they are taught the importance of working together towards common goals. This mission is to be achieved through the commitment of athletic trainings and Christ-like living. The team has the honor of sharing their God-given talents through practices and performances. Members of the St. Peter Rock'n'ettes Dance Team are representatives of both the team and the school at all times, and must always model the ROCK expectations not only within dance team, but in every aspect of life. For more information on the St. Peter Rock'n'ettes Dance Team, please contact Mrs. Lauren Johnson at [ljohnson@stpetercov.org](mailto:ljohnson@stpetercov.org).

### **Drama Club**

The mission of the Drama Club is to give St. Peter students an opportunity to be creative and develop their artistic talents in a Christ-centered atmosphere. We focus on promoting our students' God-given talents through prayer, teamwork, responsibility, and respect. Everyone in grades 5, 6, and 7 are welcome to participate. In October, an



informal meeting is held to prepare for the weekly March through May practices. Finally, we perform twice in May at St. Paul's Theatre. For more information, please contact Mrs. Danielle Urrata at [durrata@stpetercov.org](mailto:durrata@stpetercov.org) or Ms. Katelynn Ryals at [kryals@stpetercov.org](mailto:kryals@stpetercov.org).

### Student Council

The mission of the Student Council, as elected representatives, is to do everything in their power to represent the students of St. Peter Catholic School. They will promote a better understanding between the students and teachers, work for the general welfare of the students, improve school spirit, be examples to fellow students and their community, and give students an opportunity to make a difference at St. Peter. They will uphold all of the school rules and perform their duties in accordance with the Student Council By-Laws and ROCK, Reverence to God, Obedience to Authority, Charity to Others, and Knowledge of Safety. They will strive to be good examples of Christ to all of the students at St. Peter in all they do. It is their goal to make St. Peter Catholic School a better place to grow in knowledge and faith. For more information, please contact Mrs. Tammy Modicut at [tmodicut@stpetercov.org](mailto:tmodicut@stpetercov.org).

### Choir

The choir program's mission is to encourage students, with a love for singing, to offer their gifts and talents in service to one another, our school and parish community. With Christ as its center, choir students will become responsible leaders and honor each member with words, actions, and deeds. Singing opportunities include weekday masses, all school masses, advent program, special assemblies and spring concert. For more information, contact Mrs. Kennedy by email at [jkennedy@stpetercov.org](mailto:jkennedy@stpetercov.org).

### Band

The band program's mission is to offer students the opportunity to perform in a group setting on band instruments regardless of music experience or instrument ownership emphasizing musicianship, pride of accomplishment, spirit, and Christian citizenship. Music repertoire guidelines meet our Catholic identity and enhances the commitment that each member is an important part of the group. Band students perform for pep rallies, special assemblies, and several concerts in the spring semester. For more information, contact Mrs. Kennedy by email at [jkennedy@stpetercov.org](mailto:jkennedy@stpetercov.org).



## **BEFORE AND AFTER CARE POLICIES AND PROCEDURES**

St. Peter Catholic School is committed to providing a safe, properly staffed, and enjoyable before and after care experience for our students. Additionally, we are committed to keeping costs as low as possible for our families who need this service. Please read the following Handbook of Policies carefully.

This section includes important information regarding the policies, regulations, and student guidelines, scheduled for the St. Peter Catholic School Before and After Care Program.

**As we did last year, Before Care and After Care services will provided on a pre-paid basis. All payments and billings will utilize the FACTS system.**

- If you have any questions concerning **payment**, please call: **Mrs. Karen Rogers at 985-892-1831.**
- If you have any questions concerning the **Before Care or After Care policy**, please call **Mrs. Janice Bardy at 985-892-1831.**

**Before & After Care Director:** Mrs. Janice Bardy  
**Key Care Coordinator:** Mrs. Melinda Bergeron

**After Care Phone Number:** 985-892-1831 (ext. 250)

### **Before and After Care Hours and Rates**

#### **Morning Key Care (3's only), Afternoon Key Care (3's, 4's, and 5's)**

Morning "Key Care" for Key Cottage students only will be offered in Key Cottage from 7:00 a.m.-7:30 a.m. at a rate of \$1.00 a morning. Little ones will need to be dropped off at Key Cottage.

Afternoon "Key Care" is offered for our Key Cottage, Pre-K, and K students at the Early Childhood Center (ECC) from 2:30 -5:30 p.m. at a rate of \$10.00 per day. There is a one hour or less rate (until 3:30 p.m.) of \$5.00 per day. Pick-up and sign out are at the ECC.

#### **Before-Care (Pre-K through 7<sup>th</sup> grade)**

Before-Care is offered for our Pre-K through 7<sup>th</sup> grade students in the school cafeteria from 6:50 – 7:15 a.m. Any student that is dropped off at school before 7:15 a.m. and before the beginning of carline (either by car or bus) will attend and be billed for "Before-Care." There is a charge of \$.50 cents per day.

#### **After-Care (First through Seventh Grade)**

After-Care is offered for our first through seventh grade students on campus from 2:45- 6:00 p.m. The first hour (until 3:45 p.m.) is \$5.00 and any child staying past 3:45 p.m. will be billed at \$10.00 a day. Parents who arrive after 6:00 p.m. will be billed \$1.00 per minute for each minute after 6 p.m.

Any days on which After-Care will not be provided will be announced in advance.

**Rules of Conduct for Students in the Before/After Care Program:**

Parents are asked to please read the following rules of conduct and discuss them with their children. Consistent misbehavior and disobedience will **not** be tolerated and parents will be notified and asked to find an alternative program for their children. The Principal has the authority to remove any student from Before/After Care during the year if conduct is not acceptable or for non-payment.

1. All rules will be the same for After Care as stated in the Discipline Policy in the Student/Parent Handbook.
2. Infractions of the rules will be reviewed with the parents daily. If your child is involved in a discipline infraction in after care, he/she may be required to “sit out” for a designated length of time.
3. After Care students should report to After Care immediately.
4. Students should stay seated in the cafeteria until after snack.
5. Time will be given to our 2nd through 7th grade students to begin their homework. Some help is available, but private tutoring is not provided.
6. Students must play in the designated, supervised areas on the playground.
7. Our Pre-K and Kindergarten students will begin After Care in the ECC from 2:30 p.m.-3:00 p.m. for snack and rest. At 3:00 p.m., the children will move to the ECC play yard, weather permitting. If you have a Pre-K/K student, when you come to check your child out of After-Care, please check to see if the children are playing on the ECC playground first. If the Pre-K/K students are not present on the ECC playground, they will be in the main school yard.
8. Key Cottage students begin After care in Key Cottage until 3:45. Snacks are served to them.
9. A snack is given to all of the After Care students daily. Often, the children are hungry and the snack doesn't necessarily fill the students up. If you feel that your child needs more food than an After Care snack provides, please consider sending snacks for after care in their book bags.
10. Upon arrival on campus, B **Before Care** students should sign in at the cafeteria. Normal school rules apply.

Payments for all Before Care and After School Care (including Key Cottage) will be made through **FACTS online payment system**. Family discounts are not available for Before Care or After School services. A light snack is provided; however, we encourage parents to send an additional snack with your child. **Students will not be allowed to attend the St. Peter Before Care and/or After Care Program without having paid in advance for the service.**

## **St. Peter Catholic School Tuition Withdrawal Refund Policy**

Tuition for St. Peter students is for 10 months of each school year from August 1<sup>st</sup> through May 31<sup>st</sup>. Payments for tuition (full or 10-month plan) begin in June. If there are circumstances in which a student must withdraw from St. Peter School, then the following refund policy will be implemented:

- Students withdrawn between June 20th and August 31st will be charged one month's tuition (one-tenth of the annual tuition). Students will receive a refund of the tuition for the remaining months of the school year.
- Beginning on September 1st of the school year, students withdrawn between the 1st and 15th of the month will receive a refund of ½ the current month's tuition plus the balance of the tuition for the remaining months of the school year. Students withdrawn after the 15th of the month will receive a refund of the tuition for the remaining months of the school year but will receive no refund for the month of withdrawal.
- Registration, non-parish support, and FACTS processing fees are non-refundable.
- All financial obligations must be satisfied and all books returned before a tuition refund may be granted.

Parents should contact the office as soon as possible to complete all necessary paperwork. Please allow up to two weeks for a tuition refund.



### **OTHER INFORMATION**

#### **Asbestos**

In compliance with AHERA PL 99-519, St. Peter Catholic School has been inspected for asbestos. Pavia-Byrne Engineering Corporation of New Orleans has completed the Asbestos Management Plan for our school. The plan is available to you in the school office should you wish to review it. Copies are available for the cost of duplicating.

#### **Public Information / Communication Release**

The name, voice, and/or likeness of our students may be used in news publications, audiovisuals, and other electronic transmissions issued by employees or designees of St. Peter Catholic School Community or by members of the media with permission of officials from schools or offices within the Archdiocese of New Orleans System. These information items may include, but not limited to photographs, videotapes, live broadcasts, sound recordings, and/or electronic transmissions related to school activities. No compensation or reimbursement of any kind related to use of this material will be made.

#### **Certificate of Health**

A doctor's certificate is required for anyone returning to class who has had a communicable disease or has missed five consecutive days of school. Parents will be called for any child who comes to school with an apparent skin or eye infection. The student will need a doctor's note to return to school. In an effort to maintain a safe and healthy environment in school, please review the following guidelines regarding student illnesses.

## **Guidelines for School Health Safety**

- Students should remain home and be fever free for 24 hours after having a fever of 99 degrees or higher.
- If your child is vomiting or has diarrhea before school, please keep them home until at least 24 hours after it subsides.
- All persistent rashes should be seen by a doctor for proper diagnosis in order to determine the communicability of the rash.
- If your child has a discolored (yellow to green) nasal discharge, this may indicate infection and you may need to see your doctor.
- **All students with head lice are to be checked back into school with a doctor's note or Health Unit slip.**
- All ringworm must be covered while at school.
- Report all communicable disease to the school---i.e. Chickenpox, Fifth disease, etc.
- All chickenpox sores should be completely dry before the student returns to school.

## **Crisis Plan**

The Archdiocese deems a crisis to mean a generally unanticipated situation temporarily overwhelming an individual's ability to cope, or a school's ability to function routinely. This Crisis Plan provides the procedures for St. Peter personnel in the event of an emergency or crisis event. During any school-wide lockdown or evacuation, teachers have been instructed not to release any student to a parent/guardian without administrative permission.

## **Emergency Drills**

Evacuation (Fire or other) and Lockdown drills are held on an announced and unannounced basis. The Archdiocese of New Orleans recommends that we hold a fire drill each month that we are in school.

## **Weather Emergencies**

The procedures for weather emergencies during the school day can be found in the St. Peter Crisis Plan. St. Peter School follows the Archdiocese of New Orleans' procedures for school closures due to inclement weather. When the school closes due to weather, the announcement will be made on local television and radio (WWL). If possible, an email and text message from PlusPortals will be sent to all school families to alert them of the closure. Please make sure your PlusPortals information is correct and up-to-date.

## **Evacuation of School- Off-Site**

Should the need arise to evacuate our campus, teachers will bring students to the field at St. Paul's field behind the gymnasium on the corner of 14<sup>th</sup> Ave. and Jefferson Ave. In the unlikely event that we have to evacuate our campus, parents will be notified and can pick their child up from this location.

## **Emergency Information**

An emergency card on each student is kept on file in the school office. All reasonable attempts are made to notify parents in case of accident or injury to a student or when a child becomes ill. Parents must keep the school informed of any changes in address, home phone numbers, work phone numbers, custodial arrangements, email addresses, etc. If parents cannot be reached, the school will contact the persons listed on the emergency card.

Please include area codes for all phone numbers.

### **Emergency School Closure**

SPCS follows St. Tammany Parish Public Schools (STPPS) in situations for emergency closures. Students will be sent home on school buses, unless notified otherwise. Remaining students will be sent home with parents or persons listed on the emergency cards.

### **First Aid**

Prompt attention will be given to anyone needing first aid. For serious types of accidents or illness, the following will be put into effect:

- A. Parents will be notified immediately. If unavailable, the persons listed on the emergency card will be notified.
- B. In the event that no one is available, the school will contact the physician indicated on the emergency card.
- C. If it is impossible to contact the physician, the school will call 911.

### **Insurance**

Insurance covering your child during school hours is included in the Registration Fee. When a student is injured at a school he/she must report the injury to a teacher or to the office. If medical attention is needed, the office will provide the appropriate forms to the parent or guardian. \*\*\* If you are needed to drive students on a field trip, current copies of your driver's license and proof of auto insurance **must be** on file in the office. Your insurance coverage must have a minimum liability limit for privately owned vehicles of \$100,000/\$300,000. If a business/place limits the number of chaperones, we must honor the policy of that business/place.

### **Safe Environment**

In obedience to the charter of the Archdiocese of New Orleans, every adult (person 18 years or older) whether on staff or serving as a volunteer in ANY ministry (including St. Peter School), who has ongoing contact (more than once) with children at St. Peter School, **MUST** complete a Safe Environment Training Session and have a current background check. Beginning this year, the training will be effective for a three-year period. There is no cost for participants, and the school assumes the costs for the background checks (which are good for three years). If you do not receive the training, then you will not be able to volunteer or work with youth until the training has been completed. Only parents who are Safe-Environment trained will be responsible for other children on a field trip.

### **Chaperones**

Chaperones for any school activity are required to have the Safe Environment Training. Parents desiring their child to have school related experiences must complete and return to school the provided permission form and the required fee prior to the event. When chaperones are needed, the teachers will devise a method of selecting chaperones. All students must travel with their classes to the destination and return with their class to school. Chaperones or parents may not leave the field trip with their children without administrative permission

### **Immunization**

St. Peter Catholic School requires that all students have their immunizations current. Each pupil must have an up-to-date health card on record in the School office. Subject to Title 28 of the Louisiana Administrative Code, Part LXXIX, Chapter 11, Sections 1101(E) and (F), failure to comply with these regulations will result in the removal of the child from the classroom or non-admission to the School.

### **Invitations**

Party invitations may be distributed at school *if* there are invitations for every child in the class or for every child of the same sex as the student giving the party. If these conditions do not exist, then invitations must be mailed and not handed out.

### **Medication**

Medication will not be dispensed to children without written permission from parents ***and*** doctor. The *Parental Request for Administering Medication at School Release from Liability* is required for dispensing of any medication at school.

### **Food Services**

Breakfast and lunch money are payable through schoolcafe.org. **THERE IS NO CHARGING ALLOWED AT ANY TIME.** Money should be in an envelope and properly labeled with child's name and cafeteria number. Checks should be made payable to St. Peter Cafeteria.

### **Parents' Club**

All parents are invited to be members of the Parents' Club for a minimal fee of \$15.00 annual dues. The purpose of this club is to help strengthen relationships between the family and the school. The Parents' Club meets five times a year on Tuesday evening. Meetings are held at 7:00 p.m. in the school cafeteria.

### **Safety**

Any person visiting our school grounds must report to the front office (located on Temperance Street across from St. Mary's Hall) to sign in and receive a "Visitor's Pass" before proceeding to their destination. All main doors to school building will be locked. Certain gates are locked during the school day. Parents are asked to refrain from using the "student entrance" that is located on Theard Street across from the elementary school building.

### **Search and Seizure**

The Administration of St. Peter School reserves the right to search student's belongings for neatness and/or maintaining discipline and order. Administration is also empowered to conduct reasonable searches of a particular student, student belongings and school property when there is a reasonable belief that the student may be in possession of materials which include, but not limited to weapons, contraband, illegal objects of substances, or stolen property in violation of school rules or state law.

### **Vehicles**

Louisiana law states: "No person driving or in charge of any motor vehicle shall permit it to stand unattended without first stopping the motor, locking the ignition, removing the key, and effectively setting the brake thereon." Therefore, visitors are asked to please abide by this law when exiting their vehicles. No motor vehicles are allowed on Theard St. once the street is closed to traffic.

### **Telecommunications**

All parents and students are expected to read and to comply with our Acceptable Use Policy (AUP) for school

computers and telecommunications. All families and students must sign off on the signature page (last page) and return it to school (In the back of this Handbook). The AUP Telecommunications form is the last section of this handbook and must be read by all. Remember, at the time of this printing, new policies are being worked on and will be posted for all to become aware of, both students and parents.

## **TELECOMMUNICATIONS ACCEPTABLE USE POLICY (set by the Archdiocese)**

### **RESPONSIBLE-ACCEPTABLE USE GUIDELINES FORM:**

Students, staff, and administrators of St. Peter Catholic School (names SPCS throughout this policy) have the opportunity to access the Internet to facilitate the need to prepare students, staff, and administrators to be computer literate in an increasingly technological world, to foster educational and personal growth in technology, information gathering, and communication skills. It is understood that SPCS does not have sufficient staff to monitor every aspect of your use of the Internet. However, the purposes of these Responsible-Acceptable Use Guidelines of SPCS are to foster the independent use of SPCS network, subject to compliance with procedures and standards for appropriate network behavior and communication. The following Responsible-Acceptable Use Guidelines apply to all users when they access any SPCS network connections.

1. It is understood that cooperation is critical in the use of the Internet at SPCS. It is the goal of the use of the Internet to prepare students to become computer literate in an increasingly technological world. It is understood that a minor's independent use of SPCS network is necessary to attain such a goal, subject to the procedures and standards for appropriate network behavior.
2. Violations of these Responsible Use Guidelines may result in student discipline, subject to the Student Disciplinary Code, and/or staff and administrative discipline, subject to guidelines adopted by SPCS.
3. Only those individuals who fulfill the basic minimum skills necessary to obtain an account shall be authorized to use the Internet. SPCS reserves the right to update and/or modify the basic minimum skills necessary from time to time.
4. Transferring copyrighted materials to or from any SPCS network without the express consent of the owner of the copyright is a violation of federal law and is expressly prohibited.
5. It is understood that the use of the Internet is a privilege. The primary use of the network shall be reserved to those individuals who utilize the materials that are of "educational value" to students of SPCS. For the purposes of the Guidelines, "educational value" shall mean those areas of network access that have a direct or indirect impact on the student's educational program at SPCS. The use of the network for e-mails to be remitted to friends, chatting, reading jokes, searching sport sites, farming out information on games, or other actions that are directly or indirectly related to the school's curricula are not deemed to be of "education value" and will not be given any priority use of the system. The use of the system for defamatory, inaccurate, abuse, obscene, profane, sexually oriented, threatening, and racially-offensive, and illegal material or other prohibited activities shall not be permitted, and SPCS will use any and all efforts available to us, within the confines of the law, to prevent such material from entering the school network. Individuals are encouraged to report such entry of material into the system to the Network Administrator.
6. Use of e-mail and other network communications facilities to harass, defame, offend, or to disseminate defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal materials, or otherwise annoy other uses of the network is forbidden. Each user has the responsibility to report all such violations. Only those contacts leading to appropriate educational and personal growth on the Internet are permitted.



7. All users must recognize that e-mail or network messages may contain thoughts, conclusions, and certain biased perceptions that were never intended for publication. There may be liability for defamation for spreading false and disparaging information about third parties, particularly comments on students, personnel applications, or various vendors. Such discussions or use on the network is expressly prohibited.
8. No personnel or student information, which is protected by the FERPA, shall be disseminated through the network.
9. All users of the network must comply with the ECPA, and may need to comply with the CDA. These Acts prohibit the unauthorized interception or disclosure of e-mail messages by third parties, as well as the appropriateness of certain material being remitted on the Internet. The EPCA does permit interception or disclosure if either the sender or the receiver of the communication consents. Further, the Act recognizes that SPCS may monitor an employee's e-mail messages, as long as the interception device is included in the e-mail equipment.
10. Users of the network must recognize that SPCS does have the authority to intercept e-mail messages of all users and that there will be no privacy right construed by SPCS to exist in the statements made in the network. Users of the network are encouraged to not store extensive e-mail messages in the network and that messages should be stored for a period of no longer than fourteen (14) calendar days.
11. Network users may not allow any other person to use their password or to share their account. It is the user's responsibility to protect e-mail accounts from unauthorized use by changing passwords periodically and using passwords that are not easily guessed. A user may find it difficult to establish the identity of the e-mail perpetrator who store a password and sent harassing letters under the user's name.
12. Any attempt to circumvent system security, guess passwords, or in any way gain unauthorized access to local or network resources is forbidden.
13. Use of the Internet for commercial gain or profit is not allowed from an educational site.
14. Users may not move, repair, reconfigure, modify, or attach external devices to the system.
15. SPCS reserves the right to monitor all accounts.
16. Additional rules and restrictions may be added at any time. Users are responsible for reading and following these rules.
17. Time restrictions on use of the Internet may be imposed to ensure equity of use.
18. From time to time, SPCS will encourage students and employees to use certain informational sources in order to control Internet costs.
19. PCS reserves the right to use electronic devices, cards, or any other media on how individuals perform their research in order to determine whether or not the employee or student is using the system for items of true "educational value."
20. Professional employees of the school will monitor the use of the Internet.
21. Students or employees who violate the Internet guidelines of the school may be denied future Internet privileges for a defined period of time or other disciplinary measures set forth in the Parent-Student Handbook or in any other rules of SPCS which may be applicable.



## STUDENT RECORDS AUTHORIZATION AND RELEASE

I/we, parents of \_\_\_\_\_, hereby authorize any school previously attended by my/our child, \_\_\_\_\_, including but not limited to any school denominated as a Catholic School by and/or under the vigilance of the Archbishop of the Archdiocese of New Orleans pursuant to Canon Law of the Roman Catholic Church and which my/our child has attended in the past, to send a copy of any and all school records, including but not limited to any and all transcripts, standardized test scores, attendance records, special-education records, disciplinary records, financial records in regard to payments of fees and/or tuition, and/or any and all other educational and/or social or informational re-cords of my/our child, \_\_\_\_\_, to St. Peter Catholic School. The foregoing authorization also applies in the event that St. Peter Catholic School, which is the school authorized to receive the foregoing records, received an inquiry in the future from any other Catholic School as described above for the records and/or information and, in that event, St. Peter Catholic School is then authorized to send such records and/or information to the requesting Catholic School. Further, in consideration of the sending and receipt of such records any related consideration, I hereby agree to release, defend, indemnify and hold harmless the owners of and/or any such schools that send and/or receive the aforementioned records, the Roman Catholic Church of the Archdiocese of New Orleans, their members, directors, officers, administrators, principals, teachers, employees, agents and/or representatives and the Archbishop, bishops and all clergy of the Archdiocese of New Orleans, from any and all claims, demands and/or causes of action arising from the sending and/or receipt of the aforementioned records and/or from the content of such records.

\_\_\_\_\_  
 Signature of Parent or Guardian                      Date

\_\_\_\_\_  
 Signature of Parent or Guardian                      Date

Allergies: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Parental Request for Administering Medication at School Release from Liability**

Name of Student: \_\_\_\_\_ DOB: \_\_\_\_\_  
Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_  
Name of Parent/Guardian: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Work Number: \_\_\_\_\_ Cell #: \_\_\_\_\_

1. I hereby give permission for a designated unlicensed person to administer medication at school, to give the following medication ordered by the physician
2. I have administered the initial dose ordered at home and have allowed sufficient time for observation of adverse reactions before asking school personnel to administer the medication
3. My child has permission to carry and self-administer his/her inhaler/emergency medication \_\_\_\_\_ if ordered by the prescriber and in concurrence with the assessment of the designated school personnel in charge of administering medication (5<sup>th</sup>-7<sup>th</sup> grades only)
4. My child has permission to receive from a designated unlicensed person over the counter medications:
  - Tums 1 tablet single dose indigestion, upset stomach
  - Motrin 200 mg single dose (ages 4-5)
  - Motrin 400 mg single dose (ages 6-12)
  - Tylenol 240 mg single dose (ages 4-5)
  - Tylenol 325 mg single dose (ages 6-12)

**Initial:** \_\_\_\_\_ **Initial:** \_\_\_\_\_ **Initial:** \_\_\_\_\_ **Initial:** \_\_\_\_\_  
**Printed Name of Parent/Guardian:** \_\_\_\_\_  
**Signature of Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Physician, Dentist or Other Authorized Prescriber: Louisiana**

In most instances, the medication will be administered by unlicensed school personnel. Please make the following orders clear enough for them to understand.

**Diagnosis:** \_\_\_\_\_

**Desired Effect:** \_\_\_\_\_

**Medication:** \_\_\_\_\_ **Dosage:** \_\_\_\_\_

**Discontinue Date:** \_\_\_\_\_ **Time To Administer:** \_\_\_\_\_

**Possible side effects/adverse reactions of Med:** \_\_\_\_\_

**Please list other meds taken by student outside of school:** \_\_\_\_\_

**NOTICE: Use this section for a student who will self-administer his/her own medication.**

Has this student been instructed by you or your staff and demonstrated competence in self-administration of medication to the degree that he/she may self-administer his/her medication at school?  Yes  No

Do you give authorization for this student to carry his/her own medication, if it is requested by the parent and the school nurse has determined it safe & appropriate?  Yes  No

**Physician's Name (Please Print):** \_\_\_\_\_

**Physician's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Acknowledgement  
(Medical Treatment)**

The undersigned, who represent that they are the parents and/or legal guardians of \_\_\_\_\_, presently enrolled at St. Peter Catholic School, acknowledge that this school does not provide medical services. The undersigned, in their individual capacities and as the parents and/or legal guardians of the student, do hereby individually and collectively release, remise, acquit, and forever discharge St. Peter Catholic School, its present and former agents, employees, representatives, administrators, officers, directors, and insurers, the successors and assigns of each, and each and every related or affiliated organization, corporation or entity (collectively the "Released Parties") from any and all present and/or future claims, demands, causes of action, rights of action, suits, damages, costs, expenses, attorney's fees, compensation and liability of every kind, character and description whatsoever, that the undersigned or the student had, now has, or may have in the future arising out of or in any way related to the administering of medication to the student by any of the Released Parties, and the undersigned further agrees to and does hereby indemnify and hold harmless the Released Parties from any and all such liability.

Ms. / Mrs. Parents / Guardians \_\_\_\_\_ Date \_\_\_\_\_

Mr. Parents / Guardians \_\_\_\_\_ Date \_\_\_\_\_

Print Name

Parents / Guardians \_\_\_\_\_

Parents / Guardians \_\_\_\_\_

SAINT PETER CATHOLIC SCHOOL  
COVINGTON, LOUISIANA



SIGNATURE PAGE

RECEIPT OF PARENT-STUDENT HANDBOOK *(every parent and student) 2018-2019*

We have read the Handbook for Parents-Students of St. Peter Catholic School. We understand and are fully aware that these policies do apply to each of us impartially. Parents will be notified in writing of any necessary changes in policies, procedures, rules, or regulations that are made during the school year for the betterment of the school and/or the safety of our students. Such changes and additions will be posted on PlusPortals.

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**Parent/Guardian Signature(s)**

**Date**

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**Student Signature**  
**Homeroom**

Name Printed

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**Student Signature**  
**Homeroom**

Name Printed

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**Student Signature**  
**Homeroom**

Name Printed

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**Student Signature**  
**Homeroom**

Name Printed

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**Student Signature**  
**Homeroom**

Name Printed

**TELECOMMUNICATIONS ACCEPTABLE USE POLICY** *(every parent and student)*

I/We are the parent(s) or guardian(s) of the above student(s) and agree to the rules set forth in the **Acceptable Use Policy**, a copy of which is printed in the St. Peter Parent-Student Handbook. In consideration of the privilege granted my/our son/ daughter by St. Peter Catholic School to use the school's electronic resources and Internet connection, I/we agree to release, indemnify, defend, and hold harmless St. Peter School, the Roman Catholic Church of the Archdiocese of New Orleans, their officers, employees, and staff from any and all financial and legal liabilities that may result from our son's/daughter's use of the Internet connection at St. Peter Catholic School for anything other than educational purposes. We have received a copy of the **Acceptable Use Policy** of St. Peter Catholic School and agree to abide by it.

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**Parent/Guardian Signature(s)**

**Date**

I accept and agree to the above rules regarding the use of electronic resources, including the Internet through St. Peter Catholic School. I specifically agree to use the school's network only in ways that are consistent with the mission, philosophy, and values of St. Peter Catholic School as described in the Parent-Student Handbook. Further, I agree to accept full responsibility for consequences resulting from actions that violate this **Acceptable Use Policy**.

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**Student User Signature**

**Name Printed**

**Homeroom**

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**Student User Signature**

**Name Printed**

**Homeroom**

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**Student User Signature**

**Name Printed**

**Homeroom**

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**Student User Signature**

**Name Printed**

**Homeroom**



**Before and After Care Policy and Procedures 2018-2019  
Parent and Student Signature Required**

We have read the policies and procedures for the Before and After Care Program at St. Peter Catholic School. We understand and are fully aware that these policies do apply to each of us impartially. Parents will be notified in writing of any necessary changes in policies, procedures, rules, or regulations that are made during the school year for the betterment of the school and/or the safety of our students. Such changes and additions may be published in the newsletter or sent home at any given time with the students.

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**Parent/Guardian Signature(s)**

**Date**

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**Student Signature  
Homeroom**

Name Printed

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**Student Signature  
Homeroom**

Name Printed

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**Student Signature  
Homeroom**

Name Printed

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**Student Signature  
Homeroom**

Name Printed

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**Student Signature  
Homeroom**

Name Printed